

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050011-0

CONTROL NO.

REPORTS INVENTORY						O/DD/S&T	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT		
Resource Change Report					<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input checked="" type="checkbox"/> FINANCE		<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
		Monthly except when CPC is in preparation			7		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Statistical Listing <input checked="" type="checkbox"/>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Same as Program		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
All DD/S&T Offices (7)				Annual Program			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-13-2	8.33	24	=	199.92	9	=	\$1,799.28
GS-12-5	7.73	40	=	309.20	9	=	2,782.80
GS- 7-5	4.41	2	=	8.82	9	=	79.38
GS-6 -3	3.74	6	=	22.40	9	=	201.60
						=	\$4,863.06
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$4,863.06	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<p>Report is used to keep CPC data current as a management device by the DD/S&T, as a Budget lead-in and as an input for the next Program. Report was started in June 1969. Requirement was established by the DD/S&T.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) MAN-HOURS DOLLARS	
						25X1	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
8 October 1970		Chief/P&P Br./Compt/DD/S&T					

25X1

FORM 112

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(22-36-43)